



Walla Walla Community College

Policy: Sabbatical Leave for Walla Walla Community College
Administrative-Exempt Personnel

Adopted: May 26, 1983

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Purpose

The purpose of sabbatical leave is to benefit the college and its students by providing administrative/exempt employees with the opportunity to engage in activities leading to professional growth and revitalization. Such leave would allow eligible employees an extended period of time free from normal contractual obligations in order to pursue legitimate professional goals. This purpose is consistent with the provisions of RCW 28B.10.650 as now exist or hereafter amended and with this college's commitment to professional development of its employees. Appropriate uses of sabbatical leave would include formal study, travel, work experience in one's administrative area, or any other activity which would contribute substantially to the improvement of administrative abilities.

Eligibility

Sabbatical leave may be granted for one, two or three consecutive quarters after completion of six (6) years of full-time contractual service as an employee of Walla Walla Community College. Employees awarded three quarters of sabbatical leave will be eligible for additional award after a second six (6) year period of full-time employment. Employees who are awarded leaves of fewer than three quarters retain their remaining entitlement and will qualify for additional entitlement at the rate of one quarter for each two-year period of full-time employment, not to exceed three quarters of entitlement.

Approval

All sabbatical leaves require the approval of the Board of Trustees. The number of sabbatical leaves approved by the Board shall not exceed five percent (5%) of the full-time administrative employees.

Compensation

Administrators are encouraged to seek outside funding support for their sabbaticals. Compensation from the college during sabbatical leave shall be computed on the basis of the recipient's daily contractual salary for the year in which the leave is taken. The following rates apply:

- a. 85% for one quarter leave.
- b. 75% for two quarter leave.
- c. 70% for three quarter leave.

Sabbatical leave salary from the college may be negotiated if outside funding plus sabbatical leave pay from the college exceed 115% of the recipient's full-time contractual salary for the period of the leave. In all cases remuneration will be in compliance with RCW 28B.10.650.

Procedure

An application for sabbatical leave, which will include reasons for requesting the leave and a detailed sabbatical leave plan, must be submitted to the President by January 15 of the school year prior to taking leave. The President may recommend candidates for sabbatical leave awards to the Board of Trustees after he has given reasonable considerations to the sabbatical leave proposals. The President will submit his recommendations at the Board's regular March meeting, at which time the Board will take action on those recommendations.

Sabbatical leave shall be awarded according to the following criteria:

- a. The value of the proposed activity to the enhancement of the administrative program of WWCC.
- b. The value of the proposed activity to the professional growth and development of the applicant.
- c. The past contribution of the applicant (years of service, range of service) to WWCC.

Guidelines and procedures for sabbatical leave, including application forms, rating procedures, and reporting requirements will be established by the President.

In the event that the number of applicants exceeds the number of recipients, the Board shall name a first and second alternate to replace a leave recipient should an employee not accept a sabbatical leave grant.

Leave Contract

When the Board of Trustees grants a sabbatical leave, the recipient shall sign a contract with the college specifying:

- a. The length of sabbatical leave.
- b. The amount of sabbatical payment.
- c. A commitment to perform according to the approved sabbatical leave plan.
- d. That the recipient will return to employment at the college for at least one (1) full contractual year following the leave.
- e. That the recipient, upon return, will submit a written report to the President summarizing the work completed during the sabbatical leave and describing how the new knowledge will be utilized.
- f. Non-compliance with terms of the leave contract will be dealt with according to RCW 28B.10.650.

Employee Rights

The time spent on sabbatical leave shall be recognized as equivalent to time spent as a full-time employee of the college, excepting sabbatical leave entitlement.